**Kent Wildlife Trust Guardians of the Deep project Tutor**

**(Zero hour Contract)**

**Job Title:** Guardians of the Deep Project Tutor

**Function:** To assist the Guardians of the Deep Project Officers in the delivery of WildBeach and Undersea Explorer activities across Kent

**Responsible to:** Guardians of the Deep Project Manager

Kent Wildlife Trust

Kent Wildlife Trust is one of the largest of the 47 Wildlife Trusts, which together make up the Wildlife Trusts Partnership. We are supported and governed by our 30,000 members, and have the simple aim of protecting Kent’s wildlife for the future on land and at sea. To this end, we own or manage some 65 nature reserves covering over 8,100 acres; we campaign and lobby politicians, decision makers and landowners to ensure site protection and good habitat management; and we run a full programme of education work with schools, colleges and adult groups.

The Trust operates from its headquarters at Tyland Barn, just north of Maidstone. The 85 professional and support staff work within five sections of Reserves; Conservation, Policy & Evidence; People Engagement; Marketing and Membership; Finance and Support Services.

Visit our website to see the range of our activities – [www.kentwildlifetrust.org.uk](http://www.kentwildlifetrust.org.uk/).

Job Purpose

Kent Wildlife Trust is leading a Heritage Lottery Funded project, **Guardians of the Deep (GOTD)**, in partnership with Thanet District Council, Medway Swale Estuary Partnership, Kent County Council and Natural England. This project will involve local people in the protection and monitoring of Kent’s coastal wildlife, and get young people excited about marine wildlife through a programme of snorkelling activities and practical learning opportunities at coastal sites around the county.

The project needs a team of tutors to assist the Guardians of the Deep Project Officers in the delivery of WildBeach and Undersea Explorer activities across Kent. Tutors will preferably assist with the delivery of both of these programmes, but could be appointed to assist with just one, depending on their skills, experience or preference. The tutor posts can be based from either Kent Wildlife Trust’s Tyland Barn in Sandling, or the Thanet Coast Project near Margate. There is a small budget to pay for travel from these sites but it is expected that the Tutors will mainly be travelling with the Project Officers to the activity locations.

WildBeach – This programme has the same principles as Forest Schools, providing children with regular opportunities to develop confidence and self-esteem through hands-on learning experiences, in this case at coastal locations. Small groups of children (max 18) with their teachers take part in the programme which is delivered over the course of 6 weeks. During this programme, children experience rockpooling, beach art, and other engaging activities to support learning about the marine environment, its value as a home for wildlife and the challenges associated with protecting it.

Undersea Explorers – This involves workshops to teach young people snorkelling and water safety skills in swimming pools decorated with submersible ‘marine habitat and species’ props, which will help them understand the importance and fragility of marine life.

The post holders will work closely with the 3 Guardians of the Deep Project Officers who are based with: Kent Wildlife Trust at Tyland Barn near Maidstone, the Thanet Coast Project near Margate, and the Medway Swale Estuary Partnership near Maidstone.

The post holders will play a key part in helping to deliver the activities to a high standard and enthusing and inspiring the young people and their teachers in Kent’s marine world.

# Principal Duties

1. **To facilitate the delivery of WildBeach and Undersea Explorer workshops at sites across Kent. (**Tutors could be appointed to help with just one of the two programmes.)
   1. To liaise with Guardians of the Deep Project Officers regarding WildBeach and Undersea Explorer session plans, ensuring that you have all the necessary information to help run the sessions.
   2. To take responsibility for leading smaller activities within the wider WildBeach and Undersea Explorer workshops as required by the Project Officers.
   3. To assist with the set up and tidying up of the equipment used in these sessions, ensuring activity areas are left in a good state and that any damaged equipment is reported immediately to the Project Officer.
   4. To help to ensure that the Risk Assessment check list is completed at the start of the day and that Health and Safety precautions are taken during the day.
   5. To assist the Project Officers with record keeping surrounding the events.
   6. To have due regard to Health and Safety issues, including ensuring that all works by volunteers conform to Health and Safety best practice (i.e. as a minimum are in accordance with the Health & Safety at work act 1974).

# Skills, Qualifications & Experience

**The post holder will:**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| Have the ability to work as part of a team but also be happy to work unsupervised | **\*** |  |
| Have an interest in the marine environment | **\*** |  |
| Have a desire to share their enthusiasm for the great outdoors with others, especially young people | **\*** |  |
| Have a flexible approach and willingness to work with other staff and tutors. | **\*** |  |
| Enjoy being outside in all weathers | **\*** |  |
| Have good interpersonal and organisational skills. | **\*** |  |
| Have a responsible attitude, showing common sense and especially regarding working with children | **\*** |  |
| Be a confident swimmer (for UE only) | **\*** |  |
| Have experience of working with school or community groups |  | **\*** |
| Have experience of snorkelling (for UE only) |  | **\*** |
| Have an understanding for the need for Health and Safety Risk Assessment record keeping. |  | **\*** |
| Have an appreciation of child protection issues |  | **\*** |
| Have sympathy with the overall aims of the Trust. | **\*** |  |

# Other Considerations

1. The post is offered on a zero hour fixed term contract until December 2019.
2. Appointment will be subject to an appropriate training period.
3. No person shall be treated less favourably than another on the grounds of sex, sexual orientation, marital status, race, ethnic or national origin, religion, colour, age or disability.
4. Appointment is conditional upon receipt of satisfactory references and DBS Disclosure statement
5. The Trust operates a no smoking policy
6. Kent Wildlife Trust is an equal opportunities employer and applicants for staff vacancies shall be short-listed for interview and appointed purely on the grounds of their suitability for the post as laid out in the advertised job description
7. All staff share a common duty to recruit members and volunteers and enhance the good reputation of the Trust whenever the opportunity arises
8. Kent Wildlife Trust aims actively to enhance, wherever possible, the opportunities for people with disabilities to experience, understand and enjoy the natural environment. All staff share the responsibility in achieving this. Further information is available from the Head of People Engagement.
9. Under Section 7 of the Health and Safety at Work Act 1974, all staff have a legal responsibility to:
   1. take all reasonable care of their health and safety while at work;
   2. ensure as far as reasonably practicable the safety of other persons,

whether other employees or members of the public, who may be

adversely affected by their own actions

* 1. co-operate with the Trust to enable it to discharge its obligations

satisfactorily

# Employment Package

Education Tutors are paid at an hourly rate of £9.07/hr (excluding a 1 hour lunch break). Payment will be made directly to your bank account on or around 25th of each month and will be subject to tax and NI deductions. Claim forms to be completed for the whole month and submitted at the end of the month. Any claims for mileage will be paid in line with our expenses policy.

Working hours for this role will typically be Monday-Friday and between the hours of 9am-5pm on agreed dates, however due to the nature of the activities it is likely that some evening and weekend work will be involved which is paid at the same rate. Working hours for part-days are as agreed with your line manager. Your plan of work at a designated site will be as agreed with the Project Officers.

1. Procedure for Applicants

**Applications**

Applicants should read the Guidance Notes carefully before completing the application form – clearly and in black ink please (for copying purposes). Please DO NOT send your CV. Submit your completed application from the link on the vacancy page of our website: [www.kentwildlifetrust.org.uk/jobs](http://www.kentwildlifetrust.org.uk/jobs)

If you wish to discuss this post, please telephone Fiona White, Guardians of the Deep Project Manager. Tel: 01622 662012.

**The closing date for applications is mid-day on Monday 28th August 2018**

**Interviews**

Interviews will be held on **Wednesday 12th and Thursday 13th September.**